



NOTICE OF REGULAR BOARD MEETING OF
THE UPPER SAN JUAN HEALTH SERVICE DISTRICT dba PAGOSA SPRINGS MEDICAL CENTER
Tuesday, August 27, 2019, at 5:30 PM
The Board Room (**direct access – northeast entrance**)
95 South Pagosa Blvd., Pagosa Springs, CO 81147

AGENDA

1) CALL TO ORDER; ADMINISTRATIVE MATTERS OF THE BOARD

- a) Confirmation of quorum
- b) Board member self-disclosure of actual, potential or perceived conflicts of interest
- c) Approval of the Agenda (and changes, if any)

2) PUBLIC COMMENT (This is an opportunity for the public to make comment and/or address USJHSD Board. Persons wishing to address the Board need to notify the Clerk to the Board, Heather Thomas, prior to the start of the meeting. All public comments shall be limited to matters under the jurisdiction of the Board and shall be expressly limited to three (3) minutes per person. The Board is not required to respond to or discuss public comments. No action will be taken at this meeting on public comments.)

3) PRESENTATION: *Orthopedic Service Line, Bill Webb, M.D.*

4) REPORTS

a) **Oral Reports** (may be accompanied by a written report)

- | | |
|--|---|
| i) Chair Report | Chair Greg Schulte |
| ii) Contracts | Dir. Kate Alfred and Dir. Karin Daniels |
| iii) Strategic Planning | Dir. Dr. Jim Pruitt and Dir. Karin Daniels |
| iv) CEO Report ('18 Annual Review, Hospital) | Chief Executive Officer, Dr. Rhonda Webb |
| v) Finance Report | CFO, Chelle Keplinger and Treasurer, Dr. Campbell |

b) **Written Reports** (*no oral report unless the Board has questions*)

- | | |
|--------------------------|---------------------------------------|
| i) Operations Report | COO-CNO, Kathee Douglas |
| ii) Medical Staff Report | Vice Chief of Staff, Dr. Corinne Reed |

5) CONSENT AGENDA (The Consent Agenda is intended to allow Board approval, by a single motion, of matters that are considered routine. There will be no separate discussion of Consent Agenda matters unless requested.)

- a) Approval of Board Member absences:
 - i) Regular meeting of 08/27/2019

- b) Approval of Minutes for the following meeting(s):
 - i) Regular meeting of: 07/23/2019
- c) Approval of Medical Staff report recommendations for new or renewal of provider privileges.

6) DECISION AGENDA

- a) Consideration of proposed Resolution 2019-07, adjusting the meeting schedule in September and October and affirming the days times that the Board will meet each month for the remainder of 2019.

7) EXECUTIVE SESSION

The Board reserves the right to meet in executive session for any other purpose allowed pursuant to C.R.S. Section 24-6-402(4) and such topic is announced at open session of the meeting.

8) OTHER BUSINESS

9) ADJOURN



MINUTES OF REGULAR BOARD MEETING
Tuesday, August 27, 2019
5:30 PM
The Board Room
95 South Pagosa Blvd., Pagosa Springs, CO 81147

The Board of Directors of the Upper San Juan Health Service District (the “*Board*”) held its regular board meeting on August 27, 2019, at Pagosa Springs Medical Center, The Board Room, 95 South Pagosa Blvd., Pagosa Springs, Colorado.

Directors Present: Chair Greg Schulte, Vice-Chair Matt Mees, Director Kate Alfred, Director Dr. Jim Pruitt, and Director Karin Daniels.

Director(s) Absent: Treasurer-Secretary Dr. King Campbell and Director Jason Cox. (The noted absences were excused due to prior notification.)

1) CALL TO ORDER

- a) Call for quorum: Chair Schulte called the meeting to order at 5:30 p.m. MDT and Clerk of the Board, Heather Thomas, recorded the minutes. A quorum of directors was present and acknowledged.
- b) Board member self-disclosure of actual, potential or perceived conflicts of interest: There were none.
- c) Approval of the Agenda: The Board noted approval of the agenda.

2) PUBLIC COMMENT

There was no public comment.

3) PRESENTATION

PSMC Orthopedic Surgeon, Dr. William Webb, presented the attached PowerPoint presentation regarding the orthopedic service line.

4) **REPORTS**

a) **Oral Reports**

i) Chair Report

Chair Schulte presented and discussed the attached summary regarding potential revenue sources for the Archuleta County Combined Dispatch. Chair Schulte noted the Dispatch subcommittee is close to completion of proposed revisions to the current 10-year-old Intergovernmental Agreement (“IGA”). The subcommittee will then present the revised IGA to the four entities for review and approval.

Director Dr. Pruitt noted his disapproval of the District continuing to be a financial participant of the Combined Dispatch. A discussion ensued regarding the positive aspects of being a part of the Combined Dispatch.

ii) Contracts

Director Alfred advised the Board that the Contracts Committee met today, 08/27/2019, and reviewed current employment contract format, which will continue to be used without any changes.

Director Alfred further noted that salaries of current providers were reviewed against those recently published in MGMA’s salary survey, which resulted in no concerns regarding the current contracts.

iii) Strategic Planning

Item intentionally struck from agenda. There was no report.

iv) CEO Report

CEO Dr. Webb stated July and August were very busy revenue months and recognized the hard work of everyone at PSMC.

CEO Dr. Webb noted CMS requires an annual program evaluation (included in the Board packet) which CDPHE would request to review upon an inspection. The annual program evaluation summarizes what the total program scope of services were for 2018. The annual program evaluation will be presented to the Archuleta County Commissioners next week during the required USJHSD annual report to the County Commissioners.

CEO Dr. Webb advised the Board that the HVAC project has been delayed until after the first of the year (2020) due to not receiving final details and numbers on certain items, which cause concerns for winter construction due to snow and inclement weather.

CEO Dr. Webb stated she sat on a public panel regarding affordable and work place housing in Pagosa Springs, noting it was well attended. The discussion was primarily the way housing has an effect on the health of a community.

CEO Dr. Webb advised the Board employee forums have recently been created to encourage discussion amongst the organization. Facts about the hospital, including the history and financial status of the organization were discussed.

CEO Dr. Webb noted an issue regarding the “For Sale” signage near the Pruitt Building, stating a patient voiced concern that PSMC was for sale due to the sign’s location by the

entrance to PSMC. CEO Dr. Webb advised that PSMC is not for sale, and is seeking grant monies to assist in purchasing new signage, with a marquee, to place near Highway 160.

CEO Dr. Webb ended by advising the Board that PSMC's Controller, Johna Lederhouse, who has worked at PSMC for five years, is moving. CEO Dr. Webb and members of the Board voiced their appreciation for Ms. Lederhouse's years of service.

A discussion ensued regarding jurisdiction of new signage placement.

v) Finance Report

CFO, Chelle Keplinger, presented and discussed the financial PowerPoint presentation, highlighting that July ended with the highest-ever gross revenue for the District.

Chair Schulte asked a question regarding tax revenue. CFO Keplinger answered.

CFO Keplinger recognized the Patient Financial Services Department, noting the attendance of Director of Revenue Cycle, Debbie Campbell, and a few of the employees from Patient Financial Services – Robyn Nembhard, Robin Whitman, Deana Condon and Tina Corley, and congratulating the department for their accomplishment in achieving a drop of 20 days in AR to 55.96 days. The Board noted their appreciation for their hard work.

CFO Keplinger then presented and discussed updates to the Management Progress Reporting Tool.

CAO Ann Bruzzese discussed the summary to the Board regarding evaluation of refinancing the 2006 bonds as presented in the board packet. Director Dr. Pruitt asked a question regarding a range of potential savings. CAO Bruzzese answered.

Director Alfred noted that she appreciates the Management Progress Reporting Tool and suggested to change the report by placing any item still pending be placed at the beginning of the report and any item completed be placed at the bottom of the report. Only items of discussion would be those not yet completed. The Board noted their consent and approval of the change to the Reporting Tool.

b) **Written Reports**

i) Operations Report

Director Dr. Pruitt asked a question regarding the cost of air transports. COO/CNO Kathee Douglas and CEO Dr. Webb answered.

ii) Medical Staff Report

Director Dr. Pruitt asked a question regarding the initial appointments of the telemedicine specialists listed within the Medical Staff Report, whether they were for emergency or clinic services. COO/CNO Douglas answered. Director Dr. Pruitt then asked a question regarding the status of procuring telemedicine services for the Clinic and psychiatric services. COO/CNO Douglas answered.

5) CONSENT AGENDA

Director Daniels motioned to approve the noted Board member absences, the minutes of the regular meeting of 07/23/2019, and the Medical Staff report recommendations for new or renewal of provider privileges.

Upon motion seconded by Director Alfred, the Board unanimously approved said consent agenda items.

6) DECISION AGENDA

Chair Schulte gave an overview of Resolution 2019-07, regarding adjusting the meeting schedule in September and October and affirming the days and times that the Board will meet each month for the remainder of 2019.

Director Dr. Pruitt motioned to accept Resolution 2019-07. Upon motion seconded by Director Daniels, the Board unanimously accepted said resolution.

7) EXECUTIVE SESSION

The Board did not meet in executive session.

8) OTHER BUSINESS

CEO Dr. Webb reminded the Board of the upcoming Open House to commence Thursday, 09/26/2019 at 5:30 p.m. Notice will be provided to the public regarding a possible quorum due to Directors' presence at the Open House.

9) ADJOURN

There being no further business, Chair Schulte adjourned the regular meeting at 6:45 p.m. MDT.

Respectfully submitted by:

Heather Thomas, serving as Clerk of the Board